TP	TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. U e typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.										
1. PAYME	ENT						2. TYPE OF PAYMENT (X as applicable)				_	3. FOR D.O. USE ONLY			
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7. ADDR	ESS. 8	. NUMBER ANI	STREET		b. CIT	Y	c. STATE d. ZIP CODE			c. PAID I	3Y				
	IME T	ELEPHONE NUN	ABER &	9. TRAVE	ORDER	NUMBER	10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES								
11. ORG/	ANIZA	TION AND STA	TION	<u>. </u>											
	12. DEPENDENT(S) (X and complete as applicable)								13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)						
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PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

- 1. Original and/or copies of all travel orders and amendments, as applicable.
- 2. Two copies of dependent travel authorization if issued.
- 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
- 4. Copy of GTR, MTA or ticket used.
- 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
- 6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

15d. REASON FOR STOP

•	HEASON FOR STOP			
	Authorized Delay	- AD	Leave En Route	- LV
	Authorized Return	- AR	Mission Complete	- MC
	Awaiting Transportation	- AT	Temporary Duty	- TD
	Hospital Admittance	- HA	Voluntary Return	- VR
	Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29.	REM	ARK	S

EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS

UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN

W. C.		ST	AIEMENI O	F ACTUAL EX	PENSES		
		REIMBURSABL	E EXPENSES (J	TR, par. C4601 ai	nd JFTR, par. U420	5)	
DATE	LODGING (Note 1)		MEALS (Note 2)		LAUNDRY PRESSING CLEANING	LOCAL TRANSPOR- TATION	OTHER
		BREAKFAST	LUNCH	DINNER	CLEANING	(Note 3)	
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Cost of each	ging receipt(s) as so ch meal and tip (les cal transportation ar luty points and plac nbursable (JTR, par	nd tips for travel because where meals at	etween places re taken not R, par.U3510).	(b) Fees an Uniformed and baggag carrier term (c) Commu (d) Expense lodging; (e) Expense (See JFTR listing of or	d tips to hotel emplo d tips to porters and Services indicate on pe carriers at places places of the places places of the places of the es for personal laund and JTR Appendix A ther incidental experi- placed amounts are	baggage carriers (N ly those fees and tip of lodging. Fees an reimbursable.); or lodging reservation shown on lodging re liry and cleaning of co A, under definition of sses.)	os paid to p od tips at co ns; eceipts) rela clothing. f per diem,
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